

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

STAFF DEVELOPMENT PROGRAM SPECIALIST  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions located within the Department of Corrections. Positions allocated to this series perform a full range of staff development and training activities in a variety of specialty areas. This specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information.

B. Inclusions

This series encompasses professional positions located within the Department of Corrections. Positions allocated to this series are located at the Corrections Training Centers and are responsible for administering, developing, coordinating, monitoring, evaluating and presenting specialized training programs to security and non-security personnel in the Department of Corrections (DOC) and the Department of Health and Family Services (DHFS).

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which meet the statutory definitions of supervisory and management in Wis. Stats. 111.81(19) and (13).
2. Positions which, for a majority of time (i.e., more than 50%), are engaged in developing, conducting, and implementing supervisory and advanced technical training programs for

professional and paraprofessional staff and are more appropriately classified as Training Officers.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Progression to the Senior level is typically through reclassification as the employee satisfactorily attains the specified training, education, or experience.

## II. DEFINITIONS

### **STAFF DEVELOPMENT PROGRAM SPECIALIST**

This is entry level staff development training work. While most employees perform the full range of staff development and training responsibilities, the primary emphasis at this level is on conducting classroom training. The assigned work is performed under close progressing to limited supervision. Review is accomplished through observation of classroom training and individual conferences.

### **STAFF DEVELOPMENT PROGRAM SPECIALIST - SENIOR**

Positions allocated to the senior level perform the full range of staff development and training responsibilities. Positions develop, coordinate, monitor, evaluate and present specialized staff development and training programs for correctional officers, youth counselors, institution non-security personnel, employees in the Division of Care and Treatment Facilities within DHFS, management level security staff, and other employees within the DOC. Work involves directly observing and evaluating the progress of trainees and participating in performance evaluation and counseling sessions when pre-service standards have been violated. In addition, these positions may coordinate institution on-the-job training programs for correctional officer pre-service training; administer and coordinate the fingerprinting, van/motorcoach driver authorization and officer uniform programs; administer the youth counselor pre-service program; administer and coordinate orientation to officer pre-service program and pre-physical fitness testing for correctional officer trainees and DHFS personnel; develop and evaluate in-service training, career development, and specialized training programs for correctional officers, youth counselors and management level security staff; and provide assistance to the Director in administering the Training Center's programs. Employees at this level exercise considerable independent judgment in making decisions regarding the nature and content of assigned training programs. The positions evaluate the effectiveness of assigned training and keep management informed of the progress and status of these activities. Work is performed under the general supervision of the Director of Training and Staff Development or the Staff Development Program Director.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

#### **IV. ADMINISTRATIVE INFORMATION**

This three-level classification series was created effective June 27, 1993, and announced in Bulletin CC/SC-1 for the Department of Corrections to explain specific nonrepresented classifications excluded from representation by the Fiscal and Staff Services Bargaining Unit. The series was modified effective March 12, 2000 to accommodate implementation of the expansion of the broad band pay structure and announced in Bulletin CLR/SC-109. This modification resulted in merging the former Objective and Senior levels into a single Senior level classification. This classification series was further modified effective May 8, 2000 and announced in CLR/SC-111 to correct a titling error that incorrectly titled the entry level.

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